



**Commission for Women
MINUTES**

**REGULAR MEETING
March 2, 2011**

The Commission for Women convened in a regular meeting on March 2, 2011 at City Hall, 301 W. 2nd Street, Room #1027 in Austin, Texas.

Chair Angela Howard-Fredrick called the Board Meeting to order at 1:35 p.m.

Board Members in Attendance: Angela Howard-Fredrick, Marilyn Bostick, Julia Cuba, Katherine Haenschen, Kim Skotak

Staff in Attendance: Karen Sharp, Carla Johnson, and Sandra Adame

APPROVAL OF MINUTES

Chair Angela Howard-Fredrick asked Commission members to review minutes from the February meeting. Commissioner Skotak moved to approve the minutes from the commission meeting held on February 16, 2011. Motion was seconded by Commissioner Cuba and minutes were approved.

OLD BUSINESS

1. Update on Girl's Truancy

Item was postponed to future agenda.

2. Update on Quality of Life

Item was postponed to future agenda.

3. Draft letter for Local Organizations

A draft letter to be sent to local organizations introducing the Austin Commission for Women (ACW) was circulated for review. Additions and changes to the letter were discussed including:

- an invitation to attend Commission meetings to observe or make a three minute presentation
- citizens can also request to be on the agenda if they have a specific topic they would like to discuss for longer and more in-depth
- include a link to the City website
- change Staff Liaison contact info to Sandra Adame
- an invitation to submit nominations for the Austin Women's Hall of Fame

Commissioner Haenschen motioned to approve the letter with the above-mentioned changes. Commissioner Skotak seconded the motion.

4. Update on Organizational Contacts

Commissioner Haenschen is still working on this project.

5. Women's Hall of Fame Nomination Form

Commissioner Haenschen discussed the online nomination form, which will be available through Google docs. Commission members will be able to view the documents as Read Only. Written nominations can be mailed to Executive Liaison Karen Sharp and copies will be provided to the ACW members. Discussion of the nomination form and process was held including:

- contact information of nominee and nominator, including primary phone number, will be required**
- a letter will be required to accompany the nomination; furthermore, nominees without a letter will not be considered**
- employment information of nominee will not be required**
- designate on the nomination form that the Austin Commission for Women (ACW) will make the selection**
- ACW will give notice to winner in advance**

Commissioner Haenschen moved to approve nomination forms with aforementioned changes. Commissioner Bostick seconded the motion. Chair Howard-Fredrick suggested a special-called meeting for April 13 to vote on the Austin Women's Hall of Fame winner.

NEW BUSINESS: None

PUBLIC HEARINGS: None

CITIZEN COMMUNICATION: (3 minute presentations for citizens): None

STAFF BRIEFINGS: Carla Johnson stated that the National Association of Commissions for Women (NACW) contacted the commission about a conference in July.

ADJOURN: Commissioner Skotak moved to adjourn the meeting at 2:35pm, seconded by Commissioner Cuba. Chair Howard-Fredrick adjourned the meeting at 2:35 p.m. without objection.

